



FEBies Recognition Awards 2023 Nomination Package

**Nomination Open Period:
February 24 through April 7, 2023**

HOW TO SUBMIT NOMINATIONS

FEB INTERAGENCY RECOGNITION PROGRAM - 2023

All Federal Agencies in the Dallas/Fort Worth Metropolitan area are encouraged to Honor employees with nominations for Federal Executive Board (FEB) **Public Service Awards**. These prestigious awards are the highest recognition presented to federal workers outside Washington, DC.

INSTRUCTIONS

- This 2023 Nomination Package contains everything you need.
- Only one nomination cover page and nomination recommendation per person per email.
- Complete the DFW FEB Awards Cover Page and recommendation for the category of nomination. The nominee's name should be on the Cover Page and recommendation page(s).
- Nominations are to be typed in Microsoft Word using Times New Roman, 12pt, single spaced. The write up must clearly address each criterion. The maximum length of the write up is two pages.
- Please name your document with the number of the award, first word in the category, add a dash '-', then the last name of the recipient such as '2Executive-Lewis'.
- A photograph is required with the nomination to include a head and shoulder of recipient or a single group picture of a team. The photograph shall be a separate attachment and not embedded in the nomination and named with the award number and first word in the category and agency.
- Submit an electronic PDF copy of Nomination Cover Page and recommendation to febdfw@gsa.gov.
- Type the number and Award Category name in Subject Line of your email submission.
- Provide your agency contact and contact information in body of email message.
- All attachments are required to be saved in Microsoft PDF format.
- The Email "auto-response" you receive is your Receipt Confirmation.
- The Nominations are not accepted after 5 pm, April 7, 2023.
- The number of nominees permitted for each agency per category are:

Agencies with 1 – 75 employees	1 nominee
Agency with 76 – 500 employees	2 nominees
Agency with 501 – 1,000 employees	3 nominees
Agency with 1,001 and over employees	4 nominees, plus 1 additional nominee for every 250 employees over 1,001

PEER-REVIEW PANEL

All agencies are encouraged to appoint a representative to participate on the Peer-review Panel, (whether or not you have nominations for awards). Please send an email to febdfw@gsa.gov on or before **April 7, 2023**.

- ❖ In the email Subject Line include: **Peer-Review Panel**
- ❖ Include your name, agency, email, and phone number.
- ❖ You will receive an auto-reply as receipt confirmation.
- ❖ Peer Review Panel Names should be submitted by April 7, 2023.
- ❖ Peer Review Panel Members will be sent Nominations electronically to review.
- ❖ Agencies may appoint 1 or up to 4 panel members.

Questions about the Interagency Awards Program or Eligibility Requirements should be directed to:

febdfw@gsa.gov

➤ **ELIGIBILITY AND NOMINATION REQUIREMENTS**

- **Eligibility:** All Federal Civilian and Military employees of U.S. Federal Government Departments, Agencies & Offices in the Dallas/Fort Worth Metro area are eligible for nomination awards. Federal retirees who separated from service on or before December 31, 2022, are eligible. **Prior year Award Winners may not be nominated in the same award category for three consecutive years immediately following their winning year. Nominees should not be nominated in multiple categories. For example, an individual should not be a part of team/group and nominated in another category individually.**
- **Selection Criteria:** For all award categories, the nominee must have demonstrated a strong commitment to public service and performed activity resulting in significant accomplishments within their field. Please provide examples. A Nominee's performance should be innovative, high impact, and meet a critical need of the customer or our nation.
- **Nomination Requirements:** All nominations must include a completed nomination cover page and a nomination recommendation addressing the criteria of each category (*no more than two pages in length on the nomination addressing each criteria*). The nominee's name should be on the cover page and the recommendation. The nomination must be typed in word and submitted in PDF. The accomplishments must have occurred between January 1, 2022, and December 31, 2022. The nomination period is open February 24 thru April 7, 2023. **Nominations must be received by 5:00 pm, on April 7, 2023.** Nominations may be submitted by anyone familiar with the nominee(s) and their work; however, the nomination must be approved by the nominee's agency head or local senior official prior to submittal.
- **Team/Group Nominations:** To nominate a team or group for an award category, please select a Team Name. (*Team Name should be catchy, creative, descriptive and brief.*) The Team Name you select shall be listed as the "Nominee" on the cover page and on the nomination form. **All team awards nominations are limited to 10 members.** A Team list of members **MUST** be submitted with the correct spelling of each member's name on the Cover Page or on a separate sheet as an addendum to the nomination cover page. All references to the nominee will refer to the Team Name selected. (Including the Award Certificate & Winner Trophy if selected).
- **Photographs:** A photograph is required with the nomination to include a head and shoulder of recipient or a single group picture of a team.
- **Nomination Process:** ALL NOMINATIONS MUST BE SUBMITTED ELECTRONICALLY to the Awards email address: febdfw@gsa.gov. Attach one fillable Nomination Cover Page and Nomination recommendation per email. Please name your document with the number of the award, first word in the category, add a dash '-', then the last name of the recipient such as '2Executive-Lewis'.
- **Peer-Review Panel:** This panel is comprised of federal employees designated by their Agency to represent federal offices in the North Texas area. The panel is responsible for the peer-review of nominations and the selection of finalists in each award category. The Nomination Peer-Review Panel will rate each nomination based on the criteria and rating elements for each award category.
- **Blue Ribbon Panel:** This panel will be led by Retired Federal Executives departed from service at least one year. This panel will review and rate the finalist of each award to select award winners.
- **Awards Ceremony:** Selected award recipients will receive an award commemorating the achievement at the Annual FEBies Awards Ceremony held virtually in August 2023. All nominees will be honored. Each nominee will receive a Certificate of Recognition for Public Service Excellence. Please direct any questions regarding the Awards Program or the selection process to the FEB Awards Committee at febdfw@gsa.gov
- **Questions about the FEBies Awards Program or Eligibility Requirements**
- **should be directed to: febdfw@gsa.gov**

Award Categories and Requirements

1. Employee of the Year

This award recognizes an individual for an extraordinary contribution in service which demonstrates a commitment to improving the lives of others. The nominee's volunteer work should reflect a devotion of significant personal time (non-duty hours) and effort to the community through non-job related activities without compensation.

Address each Criteria as applicable:

- a. Nominee must be able to deliver exemplary service in daily work and also a notable contribution to the department; contributions far exceed normal expectations;
- b. Have a positive eye on work responsibilities, customers and colleagues, and one who stands as a role model for others;
- c. Productive, committed and possess quality in carrying out his/her responsibilities in an organization;
- d. Displays a positive attitude and high level of professionalism and ethics.

2. Executive of the Year

This award recognizes an agency's senior official, a member of Senior Executive Service, Senior Officer, or a military command staff for significant contributions to the success of an organizations mission or to the success of the Dallas/Fort Worth Executive Board. The individual should guide the organization to superior achievement of the agency's mission and goals and the Administration's initiatives. This nominee must demonstrate Executive Core Qualifications of Leading Change, Leading People, Results Driven, Business Acumen and Building Coalitions. Submission should define how achievement aligns with [five ECQ's](#).

Address each Criteria as applicable:

- a. Demonstrates commitment to agency's mission or administration priorities;
- b. Innovative approach towards challenging practices that typically hinder mission success.

3. Lifetime Achievement Award

This award honors an individual at any level of the organization who has demonstrated a commitment to the highest standard of excellence and dedication to public service. The achievements of this individuals' career have lasting impacts on the agency and the perception of federal service.

Address each Criteria as applicable:

- a. Description on significant contributions made to agency;
- b. Identify projects or systems that the nominee had significant contributions in creating that will; continue to be used by the agency for the next five years;
- c. Years in federal service.

4. Rookie of the Year

This award recognizes a new employee who has displayed fresh new ideas, outstanding performance, training/educational achievements, value, or specific contributions. To be eligible the nominee must have between one and three years of total federal service, excluding military service.

Address each Criteria as applicable:

- a. The nominee must have reflected exemplary service in daily work, a notable contribution to the department, and their contributions far exceeded normal expectations;
- b. Describe the new approaches, strategies or attitude the nominee has brought to the workplace and the impact they had on the unit as a whole;
- c. Describe how the nominee initiated or led change that resulted in improved service, efficiency, value, effectiveness, outcome, or satisfaction.

Award Categories and Requirements

5. Supervisor of the Year

This award recognizes any person that supervises the work of others through leadership in meeting the goals of their organization. The nominee must be employed in a supervisory position at the time of nomination and must have direct supervisory responsibilities. The nominee must demonstrate the talent and competencies essential to the leadership culture of the Federal Government.

Address each Criteria as applicable:

- a. Provides excellent training, coaching, and professional development opportunities to employees;
- b. Make extraordinary contributions in the accomplishment of the agency's mission through improve organizational performance, innovation resulting in substantial savings such as personnel, workplace relations and customer service.
- c. Success in efforts to develop, manage, reward and retain employees;
- d. Performance added value to agencies mission, goals & services.

6. DFW Community Service Award

This award recognizes an individual or group for an extraordinary contribution in service which demonstrates a commitment to improving the lives of others. The nominee's volunteer work should reflect a devotion of significant personal time (non-duty hours) and effort to the community through non-job-related activities without compensation.

Address each Criteria as applicable:

- a. Identify efforts made to improve the lives of others;
- b. Serves as an advocate for non-profit initiatives;
- c. Personal time devoted to a charity, Community or other non-profit organization;
- d. Demonstrate personal initiative in influencing others to serve;
- e. What outcome was achieved?
- f. Why should your nominee win the award?

7. Diversity, Equity, Inclusion, and Accessibility (DEIA) Award

This award recognizes a federal employee or group who has excelled in efforts to promote diversity at their respective agency through exceptional leadership, innovation and perseverance. The achievement or initiative exemplifies equal employment opportunity principles, celebrates the diversity of our workforce, makes a tangible and measurable difference, and embraces the leadership behaviors and expectations outlined in [OPM's Diversity Strategic Plan](#).

Address each Criteria as applicable:

- a. The individual has made a significant contribution to advance all employees, to enhance diversity, inclusion, and to support affirmative action;
- b. Led or initiated diversity and inclusion activities in the federal workplace or external community, especially those with an inter-agency focus;
- c. Created innovative approaches designed to enhance open dialogue about diversity and inclusion topics with colleagues, community members, or increase participation in diversity and inclusion activities.

8. COVID-19 Pandemic Reintegration Award

This award recognizes an individual or group for significant contributions to Public Service in preparedness activities for the COVID-19 Pandemic reintegration into the workplace. This includes

Award Categories and Requirements

substantial efforts and actions taken to protect the health and safety of the Federal workforce. The nominee's accomplishments must clearly demonstrate how the agency's performance made a difference.

Address each Criteria as applicable:

- a. Provides guidance on mitigating and preventing the spread of COVID-19 in the workplace.
- b. Ensure updates to COVID-19 workplace safety plans.
- c. Provides solutions to overcome challenges related to returning to the workplace, like managing any added anxiety and/or managing schedules and workspace.
- d. Produce end-results that made a positive impact in the workplace reintegration and maintained a high retention of employees.
- e. Scope of effort and the level of complexity.

9. Interagency Collaboration Award

This award recognizes an individual or group for a significant contribution to Public Service in activities that require coordination, planning and collaboration with other federal governmental agencies (across federal agency, departmental, or jurisdictional lines). The nominee performance should include active coordination and collaboration with two or more federal agencies to meet common goals.

Address each Criteria as applicable:

- a. Provide example(s) of coordination/collaboration efforts with multiple federal agencies;
- b. Evidence that accomplishments that were made using a collaborative Federal Government approach;
- c. Identify the level of complexity for coordinating activity among multiple federal agencies;
- d. What accomplishments were met?
- e. What outcome was achieved?
- f. Why Should Your Nominee Win the Award?

10. Law Enforcement Award

This award recognizes an individual or group for a significant contribution to Public Service in activities related to Justice and Law Enforcement. Eligible activities include but are not limited to: Performance of Law Enforcement, Security, Justice, Investigative, Legal or related work. May also include Civil Rights, Criminal Justice, Fraud Detection & Prevention, Counterterrorism or Intelligence.

Address each Criteria as applicable:

- a. Innovation/creativity in problem solving and achieving results;
- b. Evidence of impact on organization, community or customers served;
- c. What outcome was achieved?
- d. Why should your nominee win the award?

Award Categories and Requirements

11. Outstanding Customer Service

This award recognizes the employee or team who/that frequently exceeds customer expectations and performs to the highest standards and measures, making them an example to others involved in similar customer service roles. The individual or team nominated for Outstanding Customer Service should have measurable results evidenced by written statements of appreciation, certificates or awards from third parties indicating the service received and why it is considered to be notable. (Note that team projects are limited to 10 members or less.)

Address each Criteria as applicable:

- a. Make customers feel important by listening to their concerns and going the extra mile to make sure those concerns are addressed;
- b. Demonstrates excellence when resolving conflicts or facing challenges and promotes a continued awareness that they are always available to be of service;
- c. Displays a positive attitude and maintains a high level of professionalism at all times;
- d. Enhances their agency's ability to accomplish its mission and contributes positively to the reputation of their agency and Federal employees everywhere.

12. Scientific/Technical Project or Achievement

This award recognizes an individual or a team of employees who have advanced agency and government leadership in science and technology. This project or achievement must resolve a specific problem or set of problems; to develop, plan or implement a major change, series of changes in an organization; or plan and execute a project or program. Due to the scope and time line of some projects, an individual or team may be nominated for a project that began in the prior year. (Note that team projects are limited to 10 members or less.)

Address each Criteria as applicable:

- a. Describe the scope of the project or achievement, fully discussing the problem that existed and the efforts undertaken;
- b. Both the qualitative and quantitative achievements that resulted;
- c. Describe the end-result that positively changed the way government worked, explaining how it affected internal operations, external operations, or both;
- d. Describe how each member of the team contributed to the overall accomplishments.

Award Categories and Requirements

13. Special Project or Achievement

This award recognizes an individual or a team of employees who have completed a unique assignment or achievement in the way government does business. Due to the scope and time line of some projects, an individual or team may be nominated for a project that began in the prior year. (Note that team projects are limited to 10 members or less.)

Address each Criteria as applicable:

- a. The scope of the project or achievement, fully discussing the problem that existed and the efforts undertaken;
- b. Both the qualitative and quantitative achievements that have resulted;
- c. Describe how the end-result positively changed the way government worked and how it affected internal operations, external operations, or both;
- d. Describe how each individual or team member contributed to the overall accomplishments.

DFW FEB 2023 Awards Committee Members

Matthew DeGeorge, NOAA National Weather Service, Southern Region – Chair
Sheridth Abro, Federal Emergency Management Agency
Jerisa Baptist, Transportation Security Administration
Earnestine Clay, Nuclear Regulatory Commission

**Questions about the Interagency Awards Program or
Eligibility Requirements should be directed to:**

febdfw@gsa.gov

*Employee Recognition is an effective way to "Retain Talent" in the Federal Sector.
This Public Service Awards Initiative is an Interagency Recognition Program
designed by the Federal Executive Board to Honor our Federal Workers for their
Commitment and Contribution to the important work of our Government.
We hope you will take full advantage of the opportunity to collaborate on this
important and distinguished Recognition Program.*

*DFW FEB Public Service Awards Program Pays Tribute to
our Dedicated Federal Workforce, Honoring those who
make Significant Contributions to The United States
Government and the People We Serve!*

Public Service Awards

DFW FEB AWARDS NOMINATION COVER PAGE

Name of Individual/Title or Team/Group Name, and Agency: First/Last Name or Team Name

Provide a list of group members (limit 10): List of Team Members

Nominated for the following Award (check only one)

(Add attached Award Nomination Form ... Select only one category and limit to two pages.)

Individual

1. ☐ Employee of the Year
2. ☐ Executive of the Year
3. ☐ Lifetime Achievement
4. ☐ Rookie of the Year
5. ☐ Supervisor of the Year

Individual or Groups/Teams

6. ☐ DFW Community Service
7. ☐ Diversity and Inclusion
8. ☐ Emergency Preparedness COVID
9. ☐ Interagency Collaboration
10. ☐ Law Enforcement
11. ☐ Outstanding Customer Service
12. ☐ Scientific/Tech Achievement
13. ☐ Special Project Achievement

Number of Award Certificates: # of Certificates requested

Nominating person(s): Nominator

Agency: Agency

Phone #: Phone

Gov. Email: E-mail

FEB award notifications will be emailed to the nominee, the point of contact indicated above. Is there anyone else who should receive notifications?

If YES, please provide the following:

Name 1: Name 1

Gov. Email 1: E-mail 1

Name 2: Name 2

Gov. Email 2: E-mail 2

Leadership Supporting Nomination

Directions: Please type name of signatories into fillable boxes and then convert to .PDF for e-signature. In lieu of this e-signature, we will accept pen & ink signature and then conversion to .PDF before submittal.

Agency Head and title: *Agency Head*

If available electronic Signature:

Nominee Supervisor and title: *Supervisor*

If available electronic Signature:

